



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, June 26, 2018 – 7:00 PM

- I. **Call to Order by Board Secretary**
- II. **Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend meetings of, public bodies as which any business effective their interests is discussed or acted upon. In accordance with the provisions of this act, the Roseville Community Charter School Board of Trustees has caused notice of this meeting to be advertised by having the date, time and place thereof posted on the parents' notice board in the school, published and/or transmitted to the Star-Ledger newspaper, to the Essex County Superintendent of Schools and posted on the school's web site.

III. **Roll Call**

| Voting Members | Role | Present | Absent |
|----------------|--------------------------|---------|--------|
| Rashon Hasan | Board Trustee, President | | X |
| Maria Andrade | Board Trustee | X | |
| Monica Darko | Board Trustee | X | |
| Ana Farinha | Board Trustee | | X |
| Sara Pena | Board Trustee | X | |
| Aaron Rodgers | Board Trustee | | |

Also Present

| Non-Voting | Role | Present | Absent |
|---------------------|------------------------|---------|--------|
| Marshaé Newkirk | School Director | X | |
| Dr. Brian Falkowski | SBA, Board Secretary | X | |
| Edward Gordon | Principal | X | |
| Nadeisha Greene | Director of Operations | X | |

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, June 26, 2018** meeting.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **May 22, 2018** meeting.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |

VI. Election

For Board President

| Nominee | Nominated By | Seconded By | Yes | No | Abstain | Absent |
|---------|--------------|-------------|-----|----|---------|--------|
| | | | | | | |
| | | | | | | |

For Board Vice-President

| Nominee | Nominated By | Seconded By | Yes | No | Abstain | Absent |
|---------|--------------|-------------|-----|----|---------|--------|
| | | | | | | |
| | | | | | | |

VII. Reorganization Motions

1. Regular Meeting Dates – 2018/2019 School Year

BE IT RESOLVED: that the Roseville Community Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2018/2019 school year in accordance with 18A:10-6. Meetings will be held in the 540 Orange Street, Newark, NJ.

| | | | |
|---------|--------------------|---------|---------------------------------|
| Tuesday | July 24, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | August 28, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | September 25, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | October 23, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | November 27, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | December 18, 2018 | 7:00 PM | Regular Meeting |
| Tuesday | January 28, 2019 | 7:00 PM | Regular Meeting |
| Tuesday | February 26, 2019 | 7:00 PM | Regular Meeting |
| Tuesday | March 12, 2019 | 7:00 PM | Regular Meeting/Budget Meeting |
| Tuesday | April 23, 2019 | 7:00 PM | Regular Meeting |
| Tuesday | May 28, 2019 | 7:00 PM | Regular Meeting/Re-hire Meeting |
| Tuesday | June 25, 2019 | 7:00 PM | Reorganization Meeting |

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2018/2019 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appointments

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2018/2019 school year:

| Position/Appointment | Name |
|--|---------------------|
| Executive Director/Chief Academic Officer | Marshae Newkirk |
| Business Administrator/Board Secretary | Dr. Brian Falkowski |
| Acting Board Secretary in the absence of the Board Secretary | Michael Falkowski |
| Public Agency Compliance Officer (PACO) | Dr. Brian Falkowski |
| Custodian of School Records | Dr. Brian Falkowski |
| Asbestos Management/PEOSA Officer | Nadeisha Greene |

| | |
|---|---|
| Safety & Health Coordinator | TBD |
| Indoor Air Quality Coordinator | TBD |
| Integrated Pest Management Coordinator | TBD |
| Right to Know and Chemical Hygiene Coordinator | TBD |
| Affirmative Action Officer | TBD |
| Title IX Compliance Officer | TBD |
| Substance Awareness Coordinator | TBD |
| Section 504 Administrator | TBD |
| Homeless Liaison | Gaye Brown |
| Section 504 Compliance Officer | TBD |
| HIB/Anti-Bully Coordinator & School Safety Team | Edward Gordon, Gaule Brown, Amy Brancato, Nadeisha Greene |

4. Adoption of Code of Ethics

RESOLVED, that the Roseville Community Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics for its members, for the 2018/2019 school year.

5. Adoption of Policies

RESOLVED, that the current board policies adopted by the Roseville Community Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2018/2019 school year.

6. Depository of Funds

BE IT RESOLVED: that Roseville Community Charter School Board of Trustees upon the recommendation of the Executive Director, approves **PNC Bank NA** as the depository of funds for the 2018/2019 school year.

7. Newspaper of Record

BE IT REOLVED: that Roseville Community Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates Courier News as the official Newspaper of Record; be it resolved the official Website is <http://rosevillcharter.org> for the 2018/2019 school year.

8. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments

BE IT RESOLVED: that Roseville Community Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2018/2019 school year.

9. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2018/2019 school year.

10. Appoint a District Purchasing Agent

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby appoints **Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2018/2019 school year.

11. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2018/2019 school year.

12. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2018/2019 school year.

13. Resolution to authorize the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby authorizes the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2018/2019 school year.

14. Appoint External Audit Firm

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Scott Loeffler CPA** to prepare the district's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2018, at a cost not to exceed \$20,000.

15. Appoint Board Attorney

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Perry L. Latiboudere, Adams Gutierrez & Lattiboudere, LLC** as the vendor to provide legal services to the school for the 2018/2019 school year at a cost not to exceed \$25,000.

16. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the following voluntary deduction companies for the 2018/2019 school year:

| | |
|---------------------|-------------|
| 403B | AXA & Valic |
| Voluntary Insurance | AFLAC |

17. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2018/2019 school year.

18. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Dr. Kia Grundy** as Medical Consultants for the 2018/2019 school year.

19. Cooperative Purchasing

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2018/2019 school year.

20. Approve Medical Broker of record for Medical, Dental and RX Insurance Coverage

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, to Contract with **Centric Benefits Consulting** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2018/2019

21. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance all

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, to approve **Treadstone Risk Management LLC** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2018/2019 school year.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |

VIII. **Public Comment**

IX. **Director’s Report**

1. Enrollment & Attendance
2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. HIB Report (when applicable)

X. **Committee Updates**

XI. **Executive Session (if necessary)**

XII. **Motions for Approval**

1. **Finance**

- a. Board Secretary’s Report and Bank Reconciliation Report: To approve the Board Secretary’s Report and Treasurer’s Report for **May 2018**, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Roseville Community Charter School Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of **May 2018**, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year. Approve Board Secretary Report ending **May 2018**.
- b. Bills List: To approve Bills List for the period ending **May 23, 2018 – June 26, 2018**.
- c. Payroll: To approve the following payrolls:

| | |
|---------------|--------------|
| May 30, 2018 | \$140,168.00 |
| June 15, 2018 | \$131,740.28 |
| June 21, 2018 | \$132,916.12 |
- d. Safety Grant: Roseville Community Charter School Board of Trustees hereby approves the submission of grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group’s NJEIF Subfund for the purposes described in the application, in the amount of \$1,419.85 for the period of July 1, 2018 to June 30, 2019.
- e. Agreement – School Business: To approve an agreement with School Business Office LLC to provide school business services for Fiscal Year 2019 at the monthly rate of \$8,800.
- f. Vended Meals: Be It Resolved, Roseville Community Charter School Board of Trustees approves Karson Food Service Inc. as the schools Vended Meals Provider and will provide vended meals for the 2018-2019 school year. The contractual per meal costs are as follows:

Breakfast: \$1.25

Lunch: \$2.35
 Snack: \$0.59

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |

2. Buildings & Grounds

3. Personnel

- a. To approve air travel and expenses for Edward Gordon to attend the Breakthrough Coach Professional Development Course on July 30 - July 31, 2018 in Buffalo, NY. As per GSA regulation, hotel is not to exceed \$104 per/night; Meals/Incidentals are not to exceed \$80 for entire travel period.
- b. To approve/ratify the hiring of Dominique Burgess, Math Coach at a salary of \$77,000 per year, commencing June 13, 2018.
- c. To approve/ratify the hiring of Corey Frazier, Custodian at a salary of \$38,500 per year, commencing June 15, 2018
- d. To approve/ratify the following teachers for curriculum work at \$47/hour for up to 5 days between June 25 – June 29, 2018.

Kindergarten

Powell (5 Days)

Wilson (5 Days)

1st Grade

Cofield (3.5 Days)

Gusciora (5 Days)

Fraunberger (4 Days)

Gray (4 Days)

2nd Grade

Housman (5 Days)

Stokes (5 Days)

Morales (5 Days)

3rd Grade

Kim (3 Days)

Hughes (5 Days)

4th Grade

Mendez (1 Day)

Tobias (5 Days)

- e. To approve the following resignations:

| Employee | Position | Effective Date |
|-------------------|-------------------------------------|----------------|
| Richards, Patrice | Lead Teacher | June 30, 2018 |
| Jones, Nichole | Dean of Culture and Student Support | July 15, 2018 |

- f. To approve the following 2018-19 staff hires:

| Employee | Position | FY19 Salary | Months |
|--------------------|-------------------|-------------|--------|
| Burgess, Dominique | Math Coach | 77,000 | 12 |
| Byron, Shantise | Associate Teacher | 49,000 | 10 |
| Cheng, Molisa | Lead Teacher | 63,905 | 10 |

| | | | |
|------------------------|-------------------|--------|----|
| Frazier, Corey | Custodian | 38,500 | 12 |
| Jasterzbski, Christina | Associate Teacher | 49,000 | 10 |

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |

4. Curriculum & Instruction

5. Contracts

a. To approve/ratify the following agreements:

| Vendor | Scope of Work | Cost/Fees | Contract Start Date | Contract End Date |
|-----------------------------------|---|--|---------------------|-------------------------|
| Outfront Media | Billboard Advertising | 6 Periods at \$1,200 ea. = \$7,200 | 9-3-2018 | 2-17-2019 |
| 123ABA | Behaviorist and ABA Aide | \$100.00 per hour for BCBA coordination services (8-10 hours/weekly); \$75 per hour for direct support (8 hours per day/ 40 hours/ week) as needed | 8-20-2018 | 6-30-2019 |
| New Teacher Project MOU | Principal Coaching and Support | No Cost | 6-17-2018 | 6-30-2019 |
| Princeton Blairstown | Staff Retreat | \$1,400/retreat and \$175/hour for 12 hours of planning = \$3,500 | 8-16-2018 | 8-16-2018 |
| Mitch Center | Leadership Team Retreat/PD | \$1,400/3 leadership retreat days and \$175/hour for 12 hours of planning = \$6,300 | 6-21-2018 | 8-1-2018 |
| Playworks | Recess Program | \$21,000 | 9-1-2018 | 6-30-2019 |
| First Medical Care Transportation | AM/PM Transportation from and to South Plainfield, NJ | \$183/day | 1-17-2018 | Last day of school 2018 |

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |

| | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|---------------|--|--|--|--|--|--|
| Monica Darko | | | | | | | | Aaron Rodgers | | | | | | |
|--------------|--|--|--|--|--|--|--|---------------|--|--|--|--|--|--|

6. Policies

7. Other/Miscellaneous

XIII. Enrollment Report

| Grade | FY18 ENR | Jul 15, 2017 | Aug 15, 2017 | Sep 15, 2017 | Oct 15, 2017 | Nov 15, 2017 | Dec 15, 2017 | Jan 15, 2018 | Feb 15, 2018 | Mar 15, 2018 | Apr 15, 2018 | May 15, 2018 | Jun 15, 2018 | Wait List 2017/2018 |
|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------------|
| K | 66 | | 69 | 67 | 67 | 68 | 68 | 68 | 68 | 68 | 68 | 68 | 69 | |
| 1 | 66 | | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 69 | 68 | |
| 2 | 66 | | 62 | 61 | 62 | 61 | 61 | 61 | 62 | 63 | 64 | 64 | 64 | |
| 3 | 66 | | 66 | 63 | 65 | 66 | 66 | 66 | 66 | 65 | 65 | 65 | 65 | |
| 4 | 66 | | 62 | 63 | 63 | 63 | 63 | 63 | 63 | 63 | 62 | 62 | 62 | |
| Total | 330 | | 328 | 323 | 326 | 327 | 327 | 327 | 328 | 328 | 328 | 328 | 328 | |

XIV. Public Comment

XV. Adjournment

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Sara Pena | | | | | |
| Monica Darko | | | | | | Aaron Rodgers | | | | | |